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**Job Title:** Supervisory Grants Management Specialist; GS-1109-14**Agency:** Environmental Protection Agency**Job Announcement Number:** LV-R9-DE-2015-0012

**SALARY RANGE:** \$116,768.00 to \$151,799.00 / Per Year

**OPEN PERIOD:** Monday, October 19, 2015 to Friday, October 23, 2015

**SERIES & GRADE:** GS-1109-14

**POSITION INFORMATION:** Full-time - Permanent

**PROMOTION POTENTIAL:** 14

**DUTY LOCATIONS:** 1 vacancy - San Francisco, CA [View Map](#)

**WHO MAY APPLY:** Any U.S. citizen may apply.

**SECURITY CLEARANCE:** Not Applicable

**SUPERVISORY STATUS:** Yes

**JOB SUMMARY:**[About the Agency](#)

Come join EPA and the Grants Team! Region 9 has over 750 active grants worth \$2.4 billion dollars; accounting for 71% of our budget. This funding represents a primary means by which the Environmental Protection Agency (EPA), in concert with states, local governments, tribes and nonprofit organizations, achieves its mission of protecting and improving the environment. EPA and its partners must manage these funds effectively and ensure that they are used to achieve positive environmental results. Find yourself at EPA. See more about us here: <http://www.epa.gov>.

This position is located in Region 9 Management & Technical Services Division, Grants Management Office in San Francisco, CA. For more information on this office, visit their website: <http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>.

Except in special circumstances, a new GS employee will be hired at the step 1 of the applicable grade.

**\*\*NOTE:** This Division is currently going through a re-organization in which the names of the offices will be changed.\*\*

**TRAVEL REQUIRED**

- Occasional Travel
- Occasional overnight travel of 1-5 days possibly per month.

**RELOCATION AUTHORIZED**

- No

**KEY REQUIREMENTS**

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.
- You may be required to travel 1 to 5 days per month.
- You must be a U.S. citizen.

**DUTIES:**

Information regarding the position:

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The office consists of 13 grants specialists, each specialist is responsible for 80 – 100 active and expired grants at any one time. Plan, organize, direct and oversee the Region's grants management program

responsibilities. Manages the day-to-day operations of the section including, meeting national and regional grant metrics, making decisions on corrective enforcement actions, preparing annual reports for the Senior Resource Official's (SRO) signature, implementing customer service goals and responding to Senior Management Team (SMT) requests. Provides advice to regional management officials on laws, regulations, policies and procedures pertaining to grants management. Serves as the Region's Grants Award Official and Disputes Decision Official (DDO) for grant appeals, as required. Manages relationships between the grants program and other offices in the Region and Headquarters. Works closely with the Office of Inspector General, Government Accounting Office, and the Office of Grants and Debarment (OGD). In FY16, serves as the OGD Lead Region representative. Responsible for developing a Grants Strategic Plan; increasing training for Project Officers (PO), recipients and tribes; and implementing advanced monitoring program methods, assisting with the Grants.gov rollout to recipients, assisting with the rollout of the Pre-Award new Integrated Grants Management System (IGMS), clarifying the new OMNI Circular administrative conditions, and implementing the rescission policy.

#### MAJOR DUTIES:

You will: Plan, organize, direct and oversee the Region's grants management functions.

Serve as the principle source of information and advice to regional management officials on laws, regulations, policies and procedures pertaining to grants management.

Serve as the Regions' grants Award Official and Disputes Decision Official (DDO) for grant appeals, as required.

Provide leadership and supervision for grants specialists and support staff.

Manage relationships between the grants program, other offices in the Region and in Headquarters.

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#### QUALIFICATIONS REQUIRED:

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You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-14 level, you need to have at least one year of full time experience defined as experience working with grants management and; experience developing and conducting briefings for senior management officials where analysis, recommendations and conclusions are presented.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Knowledge of Region 9 regulations and procedures of grants management.

Ability to direct and oversee a grants management program.

Knowledge of laws, regulations, policies and procedures as it pertains to grants management.

Ability to communicate orally.

Ability to communicate effectively in writing.

Knowledge of the Dispute Decision Official (DDO) process and its appeals process as it pertains to grants.

Skilled in leading and managing a program and its staff.

Ability to work well with others.

If you are selected, you will be required to complete a Confidential Financial Disclosure Form prior to your first day of employment and annually thereafter.

This position is designated as High Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

If you are selected, you must complete (or have already completed) a 1-year supervisory or managerial probationary period.

Upon acceptance of an initial appointment to a supervisory or managerial position with the EPA, you agree to complete all elements of the EPA Successful Leaders Program. This development program is designed to enhance leadership skills and abilities and meet the Agency's goal of providing new leaders with the skills and tools you need to be successful.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position. You are being evaluated under the category rating method which means, if you are determined to be qualified, you will be placed into the Best Qualified, Well Qualified, or Qualified Category.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

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You can review our benefits at:

<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59562>

**OTHER INFORMATION:**

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information: <http://www.epa.gov/careers/evapr.html>

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information: <http://www.epa.gov/careers/evapr.html>

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

This position is not in the bargaining unit.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

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**HOW TO APPLY:**[Back to top](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to <http://www.epa.gov/careers/evapr.html>

**REQUIRED DOCUMENTS:**

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire.
- Veterans' Preference Documents - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active

duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.

--Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

Additional information can be found on our web site: <http://www.epa.gov/careers/evapr.html>

**AGENCY CONTACT INFO:**

Deborah Lafayette

Phone: 702-798-2401

Fax: 702-798-2416

Email: [TeamVegas@epa.gov](mailto:TeamVegas@epa.gov)

*Agency Information:*

*Environmental Protection Agency*

*US Environmental Protection*

*Agency*

*Human Resources Management*

*Division*

*4220 S. Maryland Parkway, Building  
A, Suite 100*

*Las Vegas, NV*

*89119-7528*

*US*

*Fax: 702-798-2416*

**WHAT TO EXPECT NEXT:**

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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